

## **Multifamily Weatherization Program Participation Instructions - Insulation Installers**

### **Introduction**

Seattle City Light's Multifamily Weatherization Program offers financial incentives to improve the energy efficiency of apartment buildings and condominiums.

Insulation is an important component of the package. In fact, all practical ceiling, underfloor and wall insulation must be in place or installed as part of the project.

As the insulation installer on the project, it is crucial that these guidelines, the **Multifamily Weatherization Incentive Worksheet** and the **Program Specifications** be followed – not doing so could jeopardize the customer's financial incentive from Seattle City Light.

### **Program Overview**

**Important:** A Weatherization Agreement signed by both the customer and City Light must be in place before work begins. City Light will not pay incentives on projects begun without this approval.

- **Eligible Buildings** - Electrically heated apartment and condominium buildings of 5 or more units located in Seattle City Light's service territory.
- **Incentive amounts** – 50% of the cost of the insulation upgrade, including labor and materials, up to cost control limits.
- **Installation Requirements** - Be sure you have a copy of the Multifamily Weatherization Program Specifications, provided to you by the customer or available on the City Light Web Site: [www.seattle.gov/light/conserves/resident](http://www.seattle.gov/light/conserves/resident).
- **Roles** - Seattle City Light's role is to establish which measures are eligible for incentives and provide incentives to the customer after those measures are installed. City Light does not select the contractor nor does it manage the project - the building owner does. Your communications should be primarily with the building owner.
- **Regulations and Permits** - All work must be done in accordance with applicable local, State, and Federal codes and regulations. All applicable permits must be obtained prior to the installation of measures.
- **Time Frames** - Work must be complete within 90 days of City Light's signing of the Multifamily Weatherization Agreement.
- **Utility Verification** - City Light will conduct a verification site-visit before paying the incentives. The purpose of City Light's verification is to ensure that measures are installed in a manner consistent with City Light's specifications and program requirements. It should not be considered certification of compliance with applicable codes, nor as establishing a warranty on the part of City Light.

## **How to Participate**

1. Complete an insulation bid for the customer. If City Light has already conducted an insulation survey and has given the owner an Initial Incentive Estimate, you may use that information to prepare your bid. All bids must list at a minimum:
  - Square footage of each area to be insulated (attic, wall or crawlspace)
  - The amount, R-value, depth and type of insulation to be installed (including product name)
  - Proposed final R-value of insulation, including existing insulation values
  - Additional attic or crawlspace venting, if required
  - Ducting extensions, if required (e.g., bath or kitchen fan ducts)
  - Water pipe insulation, if required
  - All installer and manufacturers warranties
  - Knob & tube electrical inspection if knob & tube wiring is present (see specifications for more detail)
2. The building owner will choose an installer and send their preferred bid to City Light.
3. City Light will review the submitted bid. If the insulation bid meets program requirements, City Light will calculate the incentive amount and draft a Weatherization Agreement. City Light may contact the building owner or your company if we need any clarification on the bid.
4. The building owner signs the Agreement and returns it to City Light. City Light signs the Agreement and notifies the owner that work may begin. Owner will then notify you that work may start.
5. If there are changes to the scope of work as the project proceeds, please be sure the owner has cleared them with City Light in case they impact the original Weatherization Agreement.

## **Upon Completion of Work**

1. Notify the building owner that work is complete, and provide them with an invoice.
2. The owner will schedule a verification visit with City Light.
3. After verification, City Light will send the incentive payment to the building owner.

**Questions?** City Light Program Coordinators are here to answer your questions. Please feel free to call Terry Takeuchi at (206) 684-4278, or Lois Fulwider at (206) 684-4918.